

Index

• *Symbols and Numerics* •

- (minus) symbol, 85
+ (plus) symbol, 85
1099 contractor, 62

• *A* •

Account drop-down list, New Item
window, 43

Account No. text box, New Vendor
window, 62

Account Prefill tab, New Vendor
window, 63

Accountant & Taxes report category, 263

accounting

accrual-basis, 63, 131, 314, 348–349

cash-basis, 132, 349

choosing systems for, 314

copies of files for accountants, 293–294

double-entry bookkeeping, 353–360

financial accounting standards, 360–361

help from accountants, 34–35

hiding mistakes, 72–77

income tax accounting laws, 361

inventory, 358

multiple-state, 321–322

overview, 345

past methods, 350–353

periods of, 350

profits, 345–350

QuickBooks, 10–12

simplicity in, 362

systems of, 10

accounts. *See also* bank accounts

Accumulated Depreciation, 317

balance sheets, 357

balancing, 251

Contributed Capital, 319

depositing money into, 181–184

Depreciation Expense, 317

information from bank statements,
balancing, 251–254

marking cleared checks and deposits,
254–257

offline balancing, 258–260

Owner's Draws, 319

profit and loss statement, 358

recording deposits into, 185–186

selecting, 195–196

setting up, 194–195

transfer of, 185

transferring money between, 185–187

accounts payable (A/P)

deleting bills, 146–147

entering bills, 145–146

overview, 131, 140–144

reminders, 147–148

Accounts Payable register window, 145

accounts receivable balance, 21

accrual, defined, 270

Accrual report option, 270

accrual-basis accounting, 63, 131, 314,
348–349

accumulated depreciation, 21

Accumulated Depreciation account, 317

Add a Loan button, 323

Add Job option, Customer Center
window, 57

Add Multiple Customers option, 53

Add Multiple Vendors command, 60

Add New Account window, 194

Add the People You Do Business With
button, 30

Add the Products and Services You Sell
button, 32

Add Your Bank Accounts dialog box, 32

Add/Edit Multiple Items command, 50

Add/Edit Multiple List Entries window, 50

Additional Customization dialog box, 163

Additional Info tab

New Employee window, 52

New Job window, 58

Address and Contact tab, New Employee window, 52

Address Info tab

New Customer window, 53

New Vendor window, 60

addresses, 30

Adjust Quantity/Value On Hand window, 169

Adjust Row Amounts dialog box, 234

administrators of files, 366

Age from Due Date report option, 271

Amount or % text box, New Item window, 42, 49

annual interest rates, 326

annual returns

economy services, 227

full-meal-deal service, 226

overview, 226

A/P (accounts payable)

deleting bills, 146–147

entering bills, 145–146

overview, 131, 140–144

reminders, 147–148

As Of text box

New Item window, 44, 45

New Job window, 59

ASCII Text File option, Print Lists dialog box, 216

assembling products

building, 167–168

identifying components, 167

overview, 167

Assess Finance Charges window, 128

Asset Account option, New Item window, 44, 45

assets

defined, 351

depreciable, selling, 318–319

selling, 318

audit trails, 294–295

AutoFill feature, Write Checks window, 134

AutoRecall feature, Write Checks window, 134

• **B** •

backing out of assets, 318

backing up data

overview, 285–290

restoring, 290–293

Backup Options dialog box, 288

balance sheet accounts, 357

balance sheets, 17, 351

balancing

bank accounts, 251

customer balances, 71–72

information from bank statements, 251–254

marking cleared checks and deposits, 254–257

offline accounts, 258–260

overview, 251

vendor balances, 72

bank accounts

balancing, 251–257

making deposits, 120–123, 128–130

setting up, 185

statements, 251–254

Banking report category, 263

batches

batching sales taxes, 49–50

printing credit memos in, 103

printing invoices in, 101–103

Begin Reconciliation dialog box, 252

Beginning Balance text box, Begin Reconciliation dialog box, 252

benchmarking, 232

bill of materials, 168

Bill of Materials drop-down list, New Item window, 45

Bill To address field, 86

Bill To text box, New Customer window, 54

Billing Rate Levels list, 65

bills

accounting method, choosing, 131–132

credit cards, paying with, 200–201

overview, 131

paying, process of, 148–152

paying for items when billed, 159–160

recording bills by writing checks, 132–140

- recording bills with accounts payable, 140–148
 - recording items and paying at same time, 161
 - recording items without, 157–159
 - sales tax, paying, 153–154
 - from suppliers transaction, 15
 - tracking vehicle mileage, 152–153
 - Vendor Center window, 154
 - book value, 319
 - bookkeepers
 - choosing, 312–313
 - reviewing canceled checks before, 312
 - bookkeeping, double-entry, 353–360. *See also* accounting
 - borrowing money, 326–328
 - boxes, 270
 - breaking even, 328–330
 - budgets
 - adjusting plan, 235
 - business planner tools, 235–236
 - forecasting profits and losses, 235
 - need for, 229
 - overview, 229
 - projecting cash flows, 235
 - secret for, 231–232
 - setting up plan for, 232–235
 - tips for, 230–231
 - Budgets & Forecast report category, 263
 - Build Assemblies window, 168
 - Build Point option, New Item window, 45
 - building products, 167–168
 - business formulas
 - borrowing money, 326–328
 - breaking even, 328–330
 - economic order quantity formula, 336–337
 - growth, 330–331
 - net worth, relation to growth, 331
 - overview, 325
 - projections, 332–336
 - Rule of 72, 338
 - sustainable growth, 331–332
 - Business Name field, Tell Us About Your Business dialog box, 28
 - business owners
 - accounting system, choosing, 314
 - bookkeepers, choosing, 312–313
 - canceled checks, reviewing before bookkeepers, 312
 - financial statements, reviewing, 313
 - overview, 311
 - QuickBooks, 314–315
 - signing checks, 311–312
 - simplifying, 315
 - Business Plan tool, 236
 - business planner tools, 235–236
 - business profits, 333
 - buying inventory
 - overview, 156
 - paying for items when billed, 159–160
 - recording items and paying bills at same time, 161
 - recording items without bills, 157–159
 - recording paid for upfront items, 157
- C •
- calculating equity account balances, 22
 - canceled checks, 312
 - cash
 - amount owed by customers, 123–125
 - balance of, 21
 - deposits, 128–130
 - finance charges, 125–128
 - improving inflow of, 123
 - projecting flows of, 235, 346–347
 - Cash report option, 271
 - cash-basis accounting, 132, 314, 349
 - charges
 - for actual time and costs, 282–283
 - changing, 199–200
 - recording, 196–199
 - chart of accounts, defined, 354
 - Chart of Accounts list
 - checking over work, 79–80
 - customer balances, 71–72
 - hiding accounting mistakes, 72–77
 - overview, 71, 194
 - supplying missing numbers, 77–79
 - vendor balances, 72

- checkbooks
 - changing checks, 179
 - deleting and voiding options, 188–189
 - depositing money into checking accounts, 181–184
 - handling NSF checks from customers, 189–190
 - multiple checks, putting into register feature, 179–180
 - overview, 175
 - register feature, 190–192
 - transferring money between accounts, 185–187
 - working with multiple currencies, 188
 - writing checks from register feature, 177–179
 - writing checks from Write Checks window, 175–177
- checking account deposits
 - income from customers, 182–184
 - overview, 181
 - recording, 181–182
- Checking register, 214–216
- checks. *See also* checkbooks
 - canceled, reviewing before bookkeepers, 312
 - changing, 179
 - marking cleared, 254–257
 - multiple, putting into register feature, 179–180
 - NSF, 189–190
 - printing, 205–216
 - recording bills by writing, 132–140
 - register feature, putting into, 179–180
 - signing, 311–312
 - transactions, 15
 - writing, 175–180
- Choose Installation Location option, 342
- Class drop-down list, Create Purchase Orders window, 163
- Class list, 66
- Class Tracking feature, 66
- classes, defined, 66
- Clear Splits button, Write Checks window, 137
- closing passwords, 295
- COD (collect on delivery), 123
- COGS (Cost of Goods Sold), 43
- COGS Account drop-down list, New Item window, 45
- coinage, defined, 120
- Combine Reports from Multiple Companies report option, 273
- Comma Delimited File option, Print Lists dialog box, 216
- Company & Financial report category, 262
- Company File Location tab, Preview Your Company Settings dialog box, 29
- Company Preferences tab, Preferences dialog box, 275–276
- Company Snapshot report option, 273
- Company Type field, Tell Us About Your Business dialog box, 28
- components, identifying, 167
- confidentiality of data, 364
- contact names, 30
- Continuous printer type option, Printer Setup dialog box, 98
- Contributed Capital accounts, 319
- conversion date, 20
- corporation owner equity, 320–321
- corruption of data, 364
- Cost column, Create Item Receipts window, 158
- Cost of Goods Sold (COGS), 43
- Cost text box, New Item window, 43
- costs
 - charging for, 282–283
 - costing jobs, 275–276
 - fixed, 328
 - revenue, 329
 - variable, 329
- Create Company File button, Enter Your Business Contact Information dialog box, 29
- Create Credit Memos/Refunds window, 92
- Create Estimates form, 277–279
- Create Invoices window, 84, 282
- Create Item Receipts window, 157, 166
- Create New Budget window, 232
- Create New Design button, Customize Your QuickBooks Forms window, 105, 162

- Create Purchase Orders window, 163
- credit, defined, 354
- credit balance, 23
- Credit Card Acct. No. text box, Add New Account window, 195
- Credit Card Register window, 196
- credit cards
 - customer, 201–202
 - debit cards, 201
 - entering transactions, 196–200
 - overview, 193
 - reconciling statements and paying bills, 200–201
 - tracking, 193–196
- Credit Limit box
 - New Job window, 58
 - New Vendor window, 63
- credit memos
 - customizing, 105–106
 - fixing mistakes, 95–96
 - history information, 96
 - overview, 83–84
 - preparing, 92–95
 - printing, 97–103
 - sending via e-mail, 104–105
- Credit No. text box, Create Credit Memos/Refunds window, 93
- creditors, 21
- currencies, multiple, 188
- Custom and Network Options window, 342
- Custom Reports report option, 273
- Customer Center window, 53, 124, 276
- Customer list, 53–56, 67–68
- Customer Message box, Create Invoices window, 89
- Customer Message list, 68
- customers
 - balances, 71–72
 - correcting entries from payments from, 120
 - credit cards, 201–202
 - depositing income from, 182–184
 - handling NSF checks from, 189–190
 - payments from, 15
 - recording payments, 116–120
 - tracking amount owed by, 123–125
- Customers & Receivables report
 - category, 262
- Customize Your QuickBooks Forms window, 105–106, 162
- customizing
 - credit memos, 105–106
 - forms, 162–163
 - invoices, 105–106
 - purchase order form, 163
- **D** •
- data
 - backing up, 285–293
 - confidentiality of, 364
 - corruption of, 364
- date, setting, 20
- Date text box, Create Credit Memos/Refunds window, 93
- debit, defined, 354
- debit balance, 23
- debit cards, 201
- deleting
 - bills, 146–147
 - credit card transactions, 200
 - invoices, 91
 - voiding versus, 188–189
- depletion, 348
- deposits
 - improving inflow, 128–130
 - of income from customers, 182–184
 - making, 120–123
 - marking cleared, 254–257
 - of money into checking accounts, 181–184
 - into new accounts, recording, 185–186
 - recording, 181–182
- depreciable assets, 318–319
- depreciation, 347–348
- Depreciation Expense account, 317
- Description on Purchase Transactions text box, New Item window, 42, 43
- Description on Sales Transactions text box, New Item window, 42, 43
- Description text box, New Item window, 42, 45
- direct expenses, 328

Discount and Credits dialog box, 118
 discount items, 47, 49
 Discount type, New Item window, 41
 discounts, adding to invoices, 49
 Do Not Print Lines around Each Field
 option, Printer Setup dialog box, 98
 Do You Track Time radio button, 283
 double-entry bookkeeping, 353–360
 Due on Receipt, defined, 58

• **E** •

early payment discounts, 58, 326
 economic order quantity (EOQ) formula,
 336–337
 economy services, 227
 Edit Item window, 50, 303
 editing reports
 e-mailing, 269
 exporting, 269–270
 memorizing, 268–269
 modifying, 267–268
 overview, 267
 sharing templates, 268
 EIN (employer identification number), 218
 electronic banking
 changing instructions, 244
 drawbacks of, 238–240
 making payments, 241–243
 messages, 246–247
 overview, 12, 237–238
 signing up for, 241
 transferring money electronically, 243–244
 transmitting instructions, 244–246
 understanding, 241
 Electronic Federal Tax Payment System
 (EFTPS), 218–219, 223
 e-mailing
 credit memos, 104–105
 invoices, 104–105
 reports, 269
 Employee Center window, 51
 Employee list, 51–53
 Employee Organizer Hire Employee tool, 51

employees
 paying, 220–222
 payroll check transactions, 15
 payroll taxes, 219
 Employees & Payroll report category, 263
 employer identification number (EIN), 218
 employers
 ID numbers, 218
 payroll taxes, 219
 Employment Info tab, New Employee
 window, 52
 Enter Bills window, 159, 161, 166, 323
 Enter Credit Card Charges window, 197
 Enter Manually button, 30
 Enter Payroll Income window, 221
 Enter Sales Receipts window, 108
 Enter Vehicle Mileage window, 152, 306
 Enter Your Business Contact Information
 dialog box, 28
 Enterprise Solutions version, upgrading to,
 171–172
 Enterprise version, 314
 EOQ (economic order quantity) formula,
 336–337
 equity
 in corporations, 320–321
 defined, 351
 in partnerships, 320
 in sole proprietorships, 319–320
 estimates
 comparing with actual item amounts,
 281–282
 creating, 276–279
 defined, 276
 revising, 279
 turning into invoices, 280–281
 Excel spreadsheets, exporting reports to,
 267
 Exclude Estimates, Sales Orders and
 Purchase Orders from Closing Date
 Restrictions check box, 295
 expenses
 depreciation, 347
 direct, 328

Expenses and Items tabs, Write Checks window, 133

exporting

list items to word processors, 71
reports, 267, 269–270

Express Setup feature, 27–33

Express Start button, 27

• **F** •

federal income tax form, 24

federal payroll tax rates, 24

Federal Unemployment Tax Return (FUTA), 226

file formats, report, 265

files

accountant copies, 293–294

audit trails, using, 294–295

backing up, 285–293

closing passwords, using, 295

copies for accountants, 293–294

installing QuickBooks for network usage, 366

multi-user mode, 370

overview, 285

portable, 294

sharing, 363–365

user permissions, setting up, 367–370

filing

annual returns and wage statements, 226–227

quarterly payroll tax returns, 224–226

filling out purchase orders, 163–165

finance charges, 125–128

financial accounting standards, 360–361

Financial Institution option, Online Banking Center window, 245

financial statements, reviewing, 313

Find window, 191

finding transactions, 191–192

fiscal year, defined, 353

Fixed Asset list

adding items to, 299–302

editing items on, 302–303

overview, 64, 297–299

in QuickBooks, 299

setting up, 299

fixed costs, 328

FOB (free-on-board), 87

F.O.B. text box, Create Invoices window, 87

forecasting profits and losses, 235

Format report option, 271

forms

customizing, 162–163

loading into printers, 97

QuickBooks, 12

formulas

borrowing money, 326–328

breaking even, 328–330

economic order quantity formula, 336–337

growth, 330–332

projections, 332–336

Rule of 72, 338

free-on-board (FOB), 87

FUTA (Federal Unemployment Tax Return), 226

• **G** •

General Journal Entry window, 317

General Rule for Methods of Accounting (Section 446), Title 26, 10

group items, creating, 48

Group type, New Item window, 41

growth formulas

net worth, 331

overview, 330–331

sustainable, 331–332

• **H** •

H key shortcut, 86

Hire Employee tool, 51

history information, invoices, 96

• 1 •

- Income Account option, New Item window, 43, 45
- income from customers, depositing, 182–184
- income statements, 264
- income tax accounting laws, 361
- Industry field, Tell Us About Your Business dialog box, 28
- Industry Specific report category, 263
- Insert Line/Delete Line option, Create Invoices window, 90
- installing QuickBooks, 14, 341–344, 366
- instructions
 - changing, 244
 - transmitting, 244–246
- insufficient-funds (NSF), 189
- interest rates, annual, 326
- interim accounting periods, 350, 353
- Internal Revenue Code (Title 26), 104–105
- Internal Revenue Service (IRS), 10, 218
- Internet banking. *See* online banking
- Intuit website, 341
- inventory
 - accounting, 358
 - assembling products, 167–168
 - buying, 156–161
 - multiple locations of, 170–172
 - overview, 155
 - periodic systems, 172–174
 - physical checks of, 169–170
 - purchase orders, 162–166
 - selling, 161–162
 - setting items, 155–156
- Inventory Assembly type, New Item window, 41
- Inventory Part type, New Item window, 41
- Inventory report category, 263
- inventory-by-location counts, 171
- invoices
 - customizing, 105–106
 - deleting, 91
 - discounts, adding to, 49
 - displayed, 90

- e-mailing, 104–105
- estimates, turning into, 280–281
- fixing mistakes, 90
- history information, 96
- non-displayed, 91
- overview, 83–84
- preparing, 84–90
- printing, 97–103
- transaction, 15
- voiding, 91
- window for, 11
- IRS (Internal Revenue Service), 10, 218
- Item Estimates vs. Actuals option, 281
- Item Is Sold check box, 302
- Item list
 - discount items, creating, 49
 - editing items, 50
 - group items, creating, 48
 - normal items, 39–47
 - overview, 37–39
 - Sales Tax Group items, creating, 49–50
 - subtotal items, creating, 47
- Item Name/Number text box, New Item window, 42
- Item/Description/Qty list box, New Item window, 48
- Item/Description/Qty/Rate/Amount/Tax text box, Create Credit Memos/Refunds window, 93
- Items tab, Create Item Receipts window, 157

• 1 •

- Job Info tab, New Customer window, 55
- Job Status drop-down list, New Job window, 59
- Job Types list, 67–68
- jobs
 - charging for actual time and costs, 282–283
 - comparing estimated with actual item amounts, 281–282
 - costing, 275–276
 - estimates, creating, 276–279
 - estimates, revising, 279
 - estimates, turning into invoices, 280–281

overview, 275
 setting up, 276
 tracking costs of, 284
 Jobs report category, 262
 journal entries, 355

• L •

launching QuickBooks, 25
 Layout Designer window, 106
 Legal Name field, Enter Your Business
 Contact Information dialog box, 28
 letterheads, 102
 liabilities
 account balance of, 21
 defined, 351
 full-meal-deal service, 223–224
 nontaxed, 224
 paying, 222–223
 License and Product Numbers window, 342
 licensing agreement, 342
 limited liability company (LLC), 28
 List report category, 263
 lists
 Billing Rate Levels, 65
 Chart of Accounts, 71–80
 Class, 66
 Customer, 53–56, 67–68
 Customer Message, 68
 Employee, 51–53
 exporting items to word processors, 71
 Fixed Asset, 64–65
 Item, 37–50
 Job Types, 67–68
 Memorized Transaction, 69
 organizing, 70
 Other Names, 67
 Payment Method, 46, 68
 Price Level, 65
 printing, 70
 Reminders, 70
 Sales Rep, 67
 Sales Tax Code, 66
 Ship Via, 69

Terms, 68
 Vehicle, 69, 303–307
 Vendor, 60–64, 67–68
 LLC (limited liability company), 28
 Loan Manager option, 323
 loans
 getting, 322
 repaying, 322–324
 Local Backup option, 287
 Logo dialog box, 208
 loss statements, 17, 349, 358
 losses, forecasting, 235

• M •

M key shortcut, 85
 made to order reports, 270–272
 mailing labels, creating, 71
 Make Deposits window, 122, 182
 measuring profits, 349
 Memo text box, Create Credit Memos/
 Refunds window, 94
 Memorized Transaction list, 69
 memorizing reports, 268–269
 memos. *See* credit memos
 messages, electronic banking, 246–247
 Mileage Rates dialog box, 307
 Mileage report category, 262
 mileage tracking
 identifying vehicles, 304–305
 overview, 152–153, 303
 recording miles, 305–306
 updating vehicle mileage rates, 307
 vehicle reports, using, 306
 minus (-) symbol, 85
 mistakes
 accounting, hiding, 72–77
 credit memos, 95–96
 in customer payment entries, 120
 deleting invoices, 91
 invoices, 90–91
 printing checks, 213–214
 sales receipt, 115–116
 Modify Report dialog box, 268

- money
 - borrowing, 326–328
 - depositing into checking accounts, 181–184
 - transferring between accounts, 185–187
 - transferring electronically, 243–244
- mortization, defined, 348
- multiple checks, printing, 211–213
- multiple currencies, 188
- multiple inventory locations
 - inventory-by-location counts, 171
 - item numbers, using different, 171
 - overview, 170
 - upgrading to Enterprise Solutions version, 171–172
- multiple reports, 272
- multiple-state accounting, 321–322
- multi-user mode, 370

• N •

- net worth and growth, 331
- networks
 - defined, 365
 - installing QuickBooks for usage of, 366
 - sharing files on, 363–365
- New Customer window, 53
- New Employee window, 51
- New Item window, 39, 47, 301
- New Job window, 57
- New Payment Method dialog box, 46
- New User dialog box, 368
- New Vehicle window, 305
- New Vendor window, 60
- Non-Inventory Part type, New Item window, 41
- non-sufficient-funds (NSF), 189
- nontaxed liabilities, 224
- NSF checks, 189–190
- numbers, supplying missing, 77–79

• O •

- offline accounts, 258–260
- On Hand text box, New Item window, 44, 45
- Online Backup service, 290

- online banking
 - changing instructions, 244
 - drawbacks of, 238–240
 - making payments, 241–243
 - messages, 246–247
 - online bill payment feature, 62
 - opportunities for, 247
 - overview, 237–238
 - signing up for, 241
 - transferring money electronically, 243–244
 - transmitting instructions, 244–246
 - understanding, 241
- Online Banking Center window, 245
- Online Banking Message screen, 246
- Online Payment option, Write Checks window, 137, 243
- Open Backup Copy dialog box, 292
- Open or Restore Company option, 291, 294
- Open Purchase Orders dialog box, 166
- Opening Balance text box, New Job window, 59
- organizing lists, 70
- Other Charge type, New Item window, 41
- Other Names list, 67
- outsourcing payroll, 16
- owner equity
 - in corporations, 320–321
 - in partnerships, 320
 - in sole proprietorships, 319–320
- owners, business. *See* business owners
- Owner's Draws account, 319

• P •

- page-break options, report, 266
- Page-oriented printer type option, Printer Setup dialog box, 98
- paper quality, 102
- partnerships
 - owner equity in, 320
 - signing checks, 311
- passwords
 - choosing, 366
 - closing, 295
- Paste From Excel button, 30
- Pay Bills window, 148

- Pay Sales Tax dialog box, 153
- paying, with credit cards. *See also*
 - payments
 - customer, 201–202
 - debit cards, 201
 - entering transactions, 196–200
 - overview, 193
 - reconciling statements and paying bills, 200–201
 - tracking, 193–196
- Payment Date field, Pay Bills window, 149
- Payment Info tab
 - New Customer window, 55
 - New Job window, 58
- Payment Method list, 46, 68
- Payment type, New Item window, 41
- Payment version, New Item window, 46
- payments. *See also* paying, with credit cards
 - bills, 148–152
 - correcting mistakes in entries, 120
 - from customers, 15, 116–120
 - electronic banking, 241–243
 - to employees, 220–222
 - liabilities, 222–224
 - sales tax, 153–154
 - to vendors, 15
- Payments to Deposit dialog box, 121, 182
- payroll
 - annual returns and wage statements, 226–227
 - outsourcing, 16
 - overview, 15, 217
 - paying employees, 220–222
 - paying liabilities, 222–224
 - preparing for, 217–218, 219–220
 - quarterly tax returns, 224–226
 - state, 227–228
 - taxes, 24, 218–219
- Payroll Center window, 221
- periodic inventory systems
 - benefits of, 173–174
 - overview, 172–173
- permissions, 368
- physical inventory checks, 169–170
- Physical Inventory Worksheet option,
 - Vendors menu, 169
- PIN (personal identification number), 245
- plus (+) symbol, 85
- P.O. number text box, Create Invoices window, 86
- popularity of QuickBooks, 12–13
- populating lists
 - Billing Rate Levels list, 65
 - Chart of Accounts list, 71–80
 - Class list, 66
 - Customer list, 53–56, 67–68
 - Customer Message list, 68
 - Employee list, 51–53
 - exporting items to word processors, 71
 - Fixed Asset list, 64–65
 - Item list, 37–50
 - Job Types list, 67–68
 - jobs, 56–60
 - Memorized Transaction list, 69
 - organizing lists, 70
 - Other Names list, 67
 - overview, 37
 - Payment Method list, 68
 - Price Level list, 65
 - printing lists, 70
 - Reminders list, 70
 - Sales Rep list, 67
 - Sales Tax Code list, 66
 - Ship Via list, 69
 - Terms list, 68
 - Vehicle list, 69
 - Vendor list, 60–64, 67–68
- portable files, 294
- POs (purchase orders)
 - checking up on, 165
 - customizing forms, 162–163
 - filling out, 163–165
 - overview, 86, 162
 - receiving items, 166
- Preferences dialog box, 275–276
- Preferred Vendor drop-down list, New Item window, 43
- preparing
 - credit memos, 92–95
 - invoices, 84–90
 - payroll, 217–218, 219–220
 - quarterly tax returns, 224–226
- preprinted forms, 102

- Preview Your Company Settings dialog box, 29
- Preview Your Settings button, Enter Your Business Contact Information dialog box, 29
- Price Level list, 65
- Price text box, New Item window, 42
- Print Batch option
 - Create Credit Memos/Refunds window, 103
 - Create Invoices window, 101
- Print button, Write Checks window, 137
- Print Check dialog box, 209
- Print Items in Groups option, New Item window, 48
- Print One Sales Receipt dialog box, 113
- Print Reports dialog box, 266
- Print Selected Time and Costs as One Invoice Item check box, 283
- Printer Setup dialog box, 206
- printing
 - checks, 205–216
 - credit memos, 97–103
 - invoices, 97–103
 - lists, 70
 - reports, 264–270
 - sales receipts, 112–113
- Process Multiple Reports dialog box, 272
- products, assembling
 - building, 167–168
 - identifying components, 167
 - overview, 167
- professional help, 17
- profit and loss statements, 17, 349, 358
- profits
 - accrual-basis accounting, 348–349
 - business, 333
 - cash flow, 346–347
 - concepts of, 350
 - depreciation, 347–348
 - forecasting, 235
 - measuring, 349
 - overview, 345–346
 - profit and loss statements, 17, 349, 358
- progress billing, 275
- progress invoicing, 275

- projecting cash flows, 235
- projection formulas, 332–336
- purchase orders (POs)
 - checking up on, 165
 - customizing forms, 162–163
 - filling out, 163–165
 - overview, 86, 162
 - receiving items, 166
- Purchases report category, 262

• Q •

- Qty column, Create Item Receipts window, 158
- quarterly tax returns, 224–226
- quarters, 224, 350
- QuickBooks
 - benefits of, 9–12
 - earlier version of, 26
 - features, 15–16
 - getting professional help, 17
 - installing, 14, 341–344, 366
 - licensing agreement, 342
 - overview, 1–6, 9, 14
 - popularity of, 12–13
 - registering, 33
 - setup, 14
 - starting, 25–27
- Quicken application, 21, 177
- QuickReport reports, 261, 273–274
- QuickZoom feature, 267

• R •

- R key shortcut, 86
- Rate text box, New Item window, 42
- rearranging reports
 - e-mailing, 269
 - exporting, 269–270
 - memorizing, 268–269
 - modifying, 267–268
 - overview, 267
 - sharing templates, 268
- Recalculate button, Write Checks window, 137

- receipts
 - correcting mistakes, 115–116
 - printing, 112–113
 - recording, 108–112
 - sales, 108
 - transaction, 15
 - Receive Payments window, 116–117
 - Received From drop-down list, Receive Payments window, 117
 - Reconcile Adjustment dialog box, 257
 - Reconcile window, 254
 - reconciliation, defined, 251
 - reconciling statements, 200–201
 - recording
 - bills by writing checks, 132–140
 - bills with accounts payable, 140–148
 - charges, 196–199
 - customer payments, 116–120
 - deposits into new accounts, 185–186
 - items, and paying bills, 161
 - items paid for upfront, 157
 - items without bills, 157–159
 - miles, 305–306
 - other half of transfers, 186
 - sales receipts, 108–112
 - simple deposits, 181–182
 - records
 - defined, 365
 - locking, 363, 365
 - register feature
 - finding transaction, 191–192
 - multiple checks, putting into, 179–180
 - navigating, 190–191
 - overview, 190
 - writing checks from, 177–179
 - registering QuickBooks, 33
 - registers, printing checking, 214–216
 - reminders for paying bills, 147–148
 - Reminders list, 70
 - Reorder Point text box, New Item window, 44
 - Rep drop-down list, Create Invoices window, 87
 - repaying loans, 322–324
 - Report Center window, 264
 - Report Format Preferences dialog box, 272
 - reports
 - e-mailing, 269
 - exporting, 269–270
 - features, 266–267
 - file formats for, 265
 - made to order, 270–272
 - memorizing, 268–269
 - modifying, 267–268
 - multiple, processing, 272
 - other options for, 273
 - overview, 261, 264–266
 - QuickReport, 261, 273–274
 - sharing templates, 268
 - types of, 261–264
 - vehicle, 306
 - Reports-Show Accounts By report option, 271
 - retailers, 114–115
 - retroactive conversion, 24
 - returns
 - annual, 226
 - economy services, 227
 - full-meal-deal service, 226
 - revenue and costs, 329
 - Review and Create Paychecks window, 221
 - reviewing
 - canceled checks before bookkeepers, 312
 - financial statements, 313
 - revising estimates, 279
 - Rule of 72, 338
- S ●
- sales
 - bank deposits, making, 120–123
 - cash inflow, improving, 123–130
 - correcting mistakes in customer payments entries, 120
 - correcting sales receipt mistakes, 115–116
 - overview, 107
 - printing sales receipts, 112–113
 - receipts, 15, 108
 - recording customer payments, 116–120
 - recording sales receipts, 108–112
 - retailers, 114–115

- Sales Price text box, New Item window, 43, 45
- Sales Rep list, 67
- Sales report category, 262
- Sales Tax Code list, 66
- sales taxes
 - batching, 49–50
 - paying, 153–154
- Save Backup dialog box, 287
- Save Company File As dialog box, 293
- scheduling payroll, 220
- scrolling, 190
- Section 179 depreciation form, 318
- Section 446 (General Rule for Methods of Accounting), Title 26, 10
- Select Item Receipt dialog box, 159
- selling
 - assets, 318
 - depreciable assets, 318–319
 - inventory, 161–162
- Send button, Create Invoices window, 104
- Send Invoice dialog box, 104
- Send Later button, Send Invoice dialog box, 104
- Send Report to Excel dialog box, 269
- Service type, New Item window, 41
- Set Up Account for Online Services option, Banking menu, 241
- Set Up Budgets window, 233
- Set Up User Password and Access Wizard feature, 369
- setting up
 - accounts, 194–195
 - budget plan, 232–235
 - Express Setup feature, 27–33
 - Fixed Asset list, 299–303
 - help from accountants, 34–35
 - inventory items, 155–156
 - jobs, 276
 - overview, 19
 - preparing for, 19–25
 - second bank accounts, 185
 - starting QuickBooks, 25–27
 - user permissions, 367–370
- sharing files
 - installing QuickBooks for network
 - usage, 366
 - multi-user mode, 370
 - on networks, 363–365
 - overview, 363
 - user permissions, setting up, 367–370
- shell games, 362
- Ship To address field, 86
- Ship To field, New Customer window, 54
- Ship Via list, 69
- Show History button, 96
- signing checks, 311–312
- signing up
 - for EFTPS, 219
 - for electronic banking, 241
- Simple Start version, 314
- simplicity, in accounting, 362
- simplifying finances, 315
- Simply Accounting application, 21
- Social Security numbers, 28
- sole proprietorships, 319–320
- spreadsheets, exporting reports to, 267
- standard checks, 207
- Start Working button, You've Got a Company File! dialog box, 33
- state payroll, 24, 227–228
- Statement Date field, Begin Reconciliation dialog box, 252
- Statement of Cash Flows report option, 271
- Statement Writer report option, 273
- statements
 - balancing, 251–254
 - financial, 313
 - income, 264
 - profit and loss, 17, 349, 358
 - reconciling, 200–201
 - W-2, 24
 - W-4, 24
 - wages, 226–227
- Subitem Of check box, New Item window, 42
- subitems, defined, 42
- subtotal items, 47

Subtotal type, New Item window, 41
suppliers transaction, 15
support, 17
suspense accounts, 72
sustainable growth, 331–332

• T •

T key shortcut, 85
Tab Delimited File option, Print Lists dialog box, 216
Tax Agency box, New Item window, 46
Tax Code drop-down list, New Item window, 43, 45
Tax ID number, 28
Tax Rate box, New Item window, 46
taxes
 annual returns and wage statements, 226–227
 EFTPS, signing up for, 219
 employees and employers, 219
 employer ID numbers, 218
 overview, 218
 quarterly payroll tax returns, 224–226
 sales, batching, 49–50
 sales, paying, 153–154
Taxpayer Identification number, 24, 28
Tell Us About Your Business dialog box, 27
templates, sharing, 268
1099 contractor, 62
Terms list, 68
time, charging for, 282–283
Time & Mileage option, 284
Time report category, 262
Title 26 (Internal Revenue Code), 104–105
To Be E-Mailed option, Create Invoices window, 104
To Be Printed option
 Create Credit Memos/Refunds window, 94
 Create Invoices window, 90, 101
 Write Checks window, 137, 176
Total Value text box, New Item window, 44, 45
tracking
 costs, 284
 credit cards, 193–196
 vehicle mileage, 152–153, 303–307

transactions
 changing charges, 199–200
 finding, 191–192
 overview, 15, 196
 recording charges, 196–199
transferring money
 between accounts, 185
 changing transfers, 186–187
 electronically, 243–244
 recording deposits into new accounts, 185–186
 recording other half of transfers, 186
 setting up second bank accounts, 185
trial balance, 21–23, 355
Trial Balance option, Report Center, 72
Type drop-down list, New Item window, 41

• U •

unprinted checks, 214
updating vehicle mileage rates, 307
upgrading to Enterprise Solutions version, 171–172
Use Register dialog box, 181
User and Roles List dialog box, 367
user permissions
 overview, 363
 setting up, 367–370
 sharing files on networks, 364–365

• V •

variable costs, 329
vehicle lists
 overview, 69
 tracking vehicle mileage, 152–153, 303–307
vendor balances, 72
Vendor Center window, 60, 154
Vendor list, 60–64, 67–68
Vendor option, Create Purchase Orders window, 163
vendor transactions, 15
Vendors & Payables report category, 262

View Payment Method Type drop-down list, Payments to Deposit dialog box, 182

Void Invoice option, Create Invoices window, 91

voiding

checks, 188–189

credit card transaction, 200

invoices, 91

printed checks, 214

voucher checks, 206

• W •

W-2 statements, 24

W-4 statements, 24

wage statements

economy services, 227

full-meal-deal service, 226

overview, 226

Wallet option, 207

Windows operating systems, 341

withholding account amounts, 226

word processors, 71

Write Checks window, 132–138, 175–177

writing checks

changing checks, 179

overview, 175

putting multiple checks into register

feature, 179–180

from register feature, 177–179

from Write Checks window, 175–177

• Y •

Y key shortcut, 86

You've Got a Company File! dialog box, 29